

# Application Form

## Instruction for Managers

1. Form is to be given to applicants prior to an interview.
2. Information used for the recruitment process only.
3. Form shredded if not employing or filed on staff file.

## Instruction for Applicant

1. Complete as part of your application.
2. Provide the form to the Manager or Staff Member.

### For Your Information

The information within the Application will be used only for Recruitment Processes and will be distributed to the Manager. Applications will be kept confidential.

WORK REQUEST INFORMATION - CONTACT DETAILS			
Surname:		First Names:	
Home Address			
Postal Address			

Personal Information			
Are you an Australian Citizen	YES / NO	Tax File No.	
Date of Birth			
Home Phone No.			
Mobile Phone No.			
Email Address:			

Emergency Contact Details			
Emergency Contact		Relationship	
Home Phone:		Mobile Phone:	

Employment History			
Please list most recent positions first			
Dates - Start and End	Position Held	Organisation	Referee Position and contact no.

Licensing			
Please provide details of licenses you currently hold			
License	License No.	Expiry	Years Held
Drivers License			
HR License			
PB License			
OH&S White/Green Card			
Manual Handling			
Safety at Heights			
Arround the Tracks Rail			
Work within Powerlines			

Banking and Superfund Details	
Bank Name	
Branch	
BSB	
Account N O	
Superfund Name	
Member No.	

**Capacity to Work Declaration**

Are you over the legal minimum working age?	Yes / No
Date of Birth (Junior Positions Only) / /	
Can you meet the requirements of start and finish times.	Yes / No
Due to Occupational Health and Safety requirements, do you have any condition that will cause you to be absent from the workplace for prolonged periods of time and/or pose a significant risk to others?  If yes, state details:	Yes / No
Do you have any condition that will, in any way, hinder your current or future ability to perform the position for which you have applied?  If yes, state details:	Yes / No

The Company may request a medical examination before offering employment or at any time during employment.

**Applicant Declaration**

I certify that the information supplied in my resume and within this Employment Application is true and correct to the best of my knowledge. I understand that false, misleading or non-disclosure of information may result in future disciplinary action including termination of employment. I authorise for my referees to be contacted.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_